

Gainsborough Town Council

Richmond House, Richmond Park, Morton Terrace

Gainsborough, Lincolnshire, DN21 2RJ

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FINANCE AND STRATEGY COMMITTEE MINUTES

Minutes of the Finance and Strategy Committee meeting held on **Tuesday 30 April 2024** at **7:00pm** in the meeting room, Richmond House, Richmond Park, Morton Terrace, Gainsborough, DN21 2RJ.

Councillors Present: Councillor Paul Key (Chair)

Councillor Nigel Bowler
Councillor Caz Davies
Councillor David Dobbie
Councillor Liam Muggridge

Councillor Richard Craig
Councillor Michael Devine
Councillor Richard Doy
Councillor James Plastow

In Attendance:

Rachel Allbones

Interim Town Clerk (ITC)

FS24/117 Apologies for Absence

Apologies for absence were received from Councillors R Craig.

FS24/118 Public Participation Period

No public in attendance.

FS24/119 Declarations of Interest

No declarations of interest were made.

FS24/120 Dispensation Requests

No dispensation requests were received.

FS24/121 Items for Exclusion of Public and Press

No items for exclusion of press and public.

FS24/122 Minutes of the Previous Meeting (Paper A)

RESOLVED: that the minutes of the Finance and Strategy Committee meeting held on Tuesday 19 March 2024 be approved as a as a true and accurate record and signed by the Chair.

Note: Councillors Key and Muggridge abstained from voting on the above resolution.

FS24/123 Finance Reports (Papers B, C & D)

RESOLVED: to **NOTE** and approve the following reports:

Initialled:

Finance and Strategy Committee minutes 2023-24

- i. Unpaid Expenditure Transactions for 25 April 2024
- ii. Cashbook Summary (including due and unpaid transactions) for 25 April 2024
- iii. Budget Comparison Report (including due and unpaid transactions) for 25 April 2024

FS24/124 Bank Reconciliation (Paper E)

RESOLVED: to approve and sign the monthly bank reconciliations for 31 March 2024.

FS24/125 Internal Controls (Paper F)

The was noted that for 2024/25 Councillor training needs to be offered and Councillor finance checks need to be reinstated.

RESOLVED: that a review of the effectiveness of the system of internal control in preparation of the annual governance statement 2023/24 has been approved.

FS24/126 Asset Register Review (Paper G)

RESOLVED: to review the Council's assets register and approve items for disposal plus the Richmond Park aviary.

FS24/127 Year End Accounts 2023/24 (Papers H-L)

RESOLVED: to **RECOMMEND TO FULL COUNCIL** to approve the following reports for the 2023/24 financial year: -

- i. Consolidated Balance Sheet
- ii. Income and Expenditure Account Report
- iii. Income and Expenditure Account Analysis Report
- iv. Income and Expenditure by Budget Headings Report
- v. Trial Balance

FS24/128 AGAR – Section 2 Accounting Statements (Paper M)

RESOLVED: to **RECOMMEND TO FULL COUNCIL** to approve the Section 2 Accounting Statements of the AGAR for the 2023/24 financial year.

FS24/129 Insurance (Paper N)

It was requested to clarify the Legal breakdown cover.

RESOLVED: to **RECOMMEND TO FULL COUNCIL** to approve a 2-year extension of the Town Council's insurance under a 3-year scheme.

FS24/130 Items for Notification

RESOLVED: to **NOTE** the items for notification to be included on a future agendas:

- i. Internal Controls - *May*
- ii. Protocol for the Death of a Senior Figure Review – *May*
- iii. Risk Register - *June*
- iv. Debtor Review - July
- v. Filming and Recording Meetings Policy Review
- vi. Public Participation at Meetings Policy Review
- vii. Anti-Fraud and Corruption Policy Review

- viii. Communications Policy Review
- ix. GDPR Policy Review
- x. Councillor Vacancy (Co-option) Policy Review
- xi. Employee / Councillor Protocol Review
- xii. Social Media Policy Review
- xiii. Publication Scheme & FOI Review
- xiv. Pensions Discretionary Policy Review
- xv. Member Training and Development Policy Review
- xvi. Strategic Plan
- xvii. Investments
- xviii. Registrar Lease renewal
- xix. Additional Bank Account
- xx. LCAS Quality Status

FS24/131 Time and Date of Next Meeting

RESOLVED: to **amend** the date and time of the next Finance and Strategy Committee meeting to Tuesday 28 May 2024 at **7:00pm** at Richmond House, Morton Terrace.

The meeting closed at 8:41pm

Signed as a true record of the Meeting: _____ Dated _____
Presiding chairman of approving meeting